

MAIN FACS, HRS and MIDB Course Catalog

(Updated March 14, 2006)

INTRODUCTION

This catalog contains the following sections and subject content:

MAIN Self Study Courses

- **ADPICS**
- **R*STARS**
- **DCDS**
- **MIDB**

MAIN CBT Courses (Computer Based Training)

- **ADPICS**
- **R*STARS**
- **YEAR END PROCESSING**

MAIN FACS Courses (Classroom – Hands-On)

- **ADPICS**
- **R*STARS**
- **RMDS**

MAIN HRS Courses (Classroom – Hands-On)

- **DCDS**

MAIN MIDB Courses

- **BUSOB - (Classroom-Hands-On)**

Course Length and CPE -- The time shown for each course is the typical length of presentation, excluding breaks and lunch periods. Following the length is the number of Continuing Professional Education (CPE) credits. For all courses CPE is classified as “other” for CPA license compliance purposes. For example, AD02 is shown as “2 hrs. (2 CPE)”, meaning the class lasts about 2 hours and earns participants two CPE credits.

Self-Study & CBT Access – Self-Study & CBT courses are available on the web at <http://michigan.gov/ofm>

MAIN SELF-STUDY COURSES

AD01 - ADPICS OVERVIEW

SS

PREREQUISITES: NONE

OVERVIEW (Self-Study)

- Structure and Components of MAIN
- ADPICS Functionality
- Capabilities and Benefits

Strongly recommended as a self-study course before taking other ADPICS courses. This course is a general introduction to the features of MAIN with emphasis on ADPICS, the statewide purchasing and voucher entry system, which is part of MAIN FACS. Topics include the statewide vendor and commodity tables; entry of requisitions, bid processing, purchase orders, vendor invoices, receiving; automatic and direct voucher creation. Automatic recording of related pre-encumbrances, encumbrances, payables and other appropriate accounting entries in R*STARS, the accounting system, is also covered.

AUTOMATED CREDIT CARD AND CEPAS/ACH DEPOSITS

SS

PREREQUISITES: NONE

OVERVIEW (Self-Study)

- Overview
- Chart of new Screens and Reports
- Accounting Transactions and Fees
- Reconciliation Process
- Glossary

The automated credit card deposit reclassification functionality allows for accounting entries to post directly to agencies' coding blocks, thus eliminating the majority of manual accounting entries. Reconciliation information is also covered.

BPO RELEASES AND CHANGE ORDERS

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Blanket Purchase Order Functionality
- Blanket Purchase Order Releases
- Blanket Purchase Order Change Orders
- Blanket Purchase Order Inquiries

This Self-Study is to inform users of the Blanket Purchase Order (BPO) functionality. It provides screen prints and procedures for entering blanket purchase order releases in ADPICS. The BPO functionality includes using commodity multiple price schedules, detail of information available on-line, and lookup capability. It also includes steps to cancel documents using the 8500 Document Cancellation screen and printing Document Cancellation Notices.

CONTRACT RETAINAGE

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Contract Retainage Processing Functionality
- Creating Contract Retainages
- Contract Retainage Inquiries

This Self-Study includes an overview of the contract retainage functionality and a description of the existing screens, as well as an example of a contract retainage and the subsequent release of the retainage.

CREDIT MEMO

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Credit Memo Processing Functionality
- Creating Credit Memos
- Credit Memo Inquiries

This Self-Study includes an overview of credit memo functionality, a description the existing screens, and an explanation of the data fields that were added to ADPICS; as well as a sample credit memo showing the processing procedures.

CS138 SELF STUDY

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Overview of Enhanced CS138 Functionality
- CS138 Processing Example
- Inquiry
- Glossary
- Tips for CS138 and Other Procurement Documents

An overview of CS138 is provided including screens, and transaction examples showing CS138 and related document processing procedures.

EFT SELF STUDY

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Vendor Payee Web System
- ADPICS Vendor Processing Screen Changes
- R*STARS EFT Event Request Screens
- EFT Conversion to Warrant Situations
- EFT Clearing Fund
- Glossary

This Self-Study includes an overview of EFT functionality, a description of existing screens, ADPICS EFT payment processing, new R*STARS EFT entry and inquiry screens, an EFT conversion to warrant inquiry walkthrough, two Quick Reference Guides and a glossary.

INTERAGENCY VOUCHER

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Interagency Voucher Processing Functionality
- Creating ADPICS Interagency Vouchers From an Existing Purchase Order
- Inquiries
- Creating R*STARS Interagency Vouchers

This Self-Study includes an overview of ADPICS interagency voucher functionality, a description of existing screens, and an explanation of the data fields; as well as a sample ADPICS interagency voucher, and R*STARS interagency voucher, showing the processing procedures.

SERVICE DATE SELF STUDY

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Overview of Service Date Data Entry

This Self-Study includes an overview of service date functionality, a description of the existing screens, and an explanation of the service date field.

TRAVEL OPTION A

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Travel Processing Functionality

- Creating Travel Documents
- Travel Voucher Scenarios
- Inquiries

This Self-Study is to inform users of the ADPICS Travel Processing functionality. It provides screen prints and procedures for entering and/or inquiring on travel authorizations and travel vouchers in ADPICS.

TRAVEL OPTION B

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Creating a Travel Advance
- Creating a Travel Advance Liquidation
- Creating a Travel Expenditure
- Inquiry

This Self-Study provides screen prints and procedures for entering and/or inquiring on Travel Advances and Travel Vouchers in ADPICS using the Travel B functionality.

VENDOR PERFORMANCE

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Vendor Performance Functionality
- Creating Vendor Performance Records
- Inquiries

This Self-Study is to inform users of Vendor Performance functionality. It provides screen prints and procedures for entering and/or inquiring on vendor performance and vendor performance disposition records in ADPICS.

RS01 – R*STARS OVERVIEW

SS

PREREQUISITES: NONE

OVERVIEW (Self-Study)

- Structure and Components of MAIN
- Capabilities of R*STARS
- Multipurpose Classification Structure

Strongly recommended as a self-study course before taking other R*STARS courses. This course is an introduction to R*STARS, the statewide accounting system, which is part of MAIN FACS. It describes the components of MAIN, their relationship to

R*STARS, and the features and advantages of a profile driven, fully integrated accounting system. System capabilities meeting both statewide and agency budgeting and accounting needs are described. The classification structure and basic coding block for all R*STARS transactions is introduced.

R*STARS MULTI-YEAR REPORTING AND INQUIRY

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- On-line Inquiry
- Batch Processing Changes
- Multi-Year Reports
- Accounting Treatments

This Self-Study provides an overview of R*STARS Multi-Year Reporting and Inquiry functionality. It also identifies applicable multi-year related RMDS reports and R*STARS inquiry screens.

RS12 – R*STARS DOCUMENT TRACKING AND APPROVAL PROCESSING

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Document Tracking Profiles
- Action Code Application
- Inquiry and Reporting

Through the automated recording of manual and/or generated actions (action codes) placed on a document, document tracking is capable of identifying the location and the status of a document as it flows through R*STARS. Examples are provided showing how to read the tracked history of a document on the 37 Document Tracking Inquiry Screen. Document tracking also provides a mechanism for approval of certain documents.

HR15 INTRODUCTION TO THE DATA COLLECTION AND DISTRIBUTION SYSTEM (DCDS)

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Client/Server Technology and Benefits of DCDS
- Functions of DCDS and Interfaces
- Reporting and Inquiry

Strongly recommended as a self-study course before taking other HRS courses. This course is a general introduction to the features of DCDS. Topics include an overview of client/server technology, identification of the functions of DCDS and the systems that interface with DCDS. Also included is a discussion of DCDS reporting and inquiry capability and the MAIN HRS DCDS Procedures Manual.

MIDB SCRIPTS AND REPORTS USING A WEB BROWSER AND CLEAR:ACCESS

SS

PREREQUISITES – NONE

OVERVIEW- SELF-STUDY

- Accessing Scripts on the Internet with a Web Browser
- Accessing Scripts using CLEAR:Access
- Current Scripts Available

The MIDB is a data warehouse consisting of finance, purchasing, and human resources data tables extracted from the MAIN FACS, DCDS, and HRMN systems. Scripts have been written using CLEAR:Access to retrieve data and automatically format the data into reports. Users who have MIDB security and have appropriate software on their PCs may edit or run some of these saved scripts.

MAIN CBT COURSES (Computer Based Training)

REQUISITION INQUIRY

CBT

PREREQUISITES – NONE

OVERVIEW- CBT

- Highlights Four Requisition Inquiry Screens
- Status Codes Handout
- Common Requisition, ITB, PO and BPO Document/Purchasing Types Handout

This interactive self-paced tutorial will prepare MAIN users to inquire on requisitions using ADPICS inquiry screens.

PURCHASE ORDER INQUIRY

CBT

PREREQUISITES – NONE

OVERVIEW- CBT

- Highlights Ten Purchase Order Inquiry Screens
- Purchasing Status Codes Handout
- Match Type Codes Handout
- Purchasing Types Handout

This interactive self-paced tutorial will prepare MAIN users to inquire on Purchase Orders, Direct Purchase Orders and Blanket Purchase Orders using ADPICS inquiry screens

PAYMENT INQUIRY

CBT

PREREQUISITES – NONE

OVERVIEW- CBT

- Highlights Seven R*STARS Payment Inquiry Screens
- Month End/Year End Closing Process Handout

This interactive self-paced tutorial will prepare MAIN users to inquire on payments using R*STARS inquiry screens.

WARRANT STATUS MAINTENANCE

CBT

PREREQUISITES – NONE

OVERVIEW- CBT

- Tips for Selecting the Correct Stop Payment Reason Code Handout
- List of Request Reason Codes for Stop, Cancel or Undeliverable Handout

This interactive self-paced CBT will prepare MAIN users to process Warrant Status Maintenance requests in R*STARS. The tutorial will simulate payment status change requests for single Stop, Cancel and Undeliverable State Treasurer's warrants generated through R*STARS.

YEAR-END CLOSE PROCESSING OF POs/DPOs

CBT

PREREQUISITES – NONE

OVERVIEW- CBT

- Month End/Year End Closing Process Handout

This interactive self-paced tutorial will discuss some of the processes necessary for ADPICS documents to interface with R*STARS to properly post accounting transactions in the correct fiscal year.

MAIN FACS COURSES – ADPICS (Classroom – Hands-On)

AD02 - ADPICS ON-LINE FUNDAMENTALS

2 hrs.

PREREQUISITES: AD01

2 CPE

OVERVIEW (Hands-on Class)

- Log-in Procedures
- Screen Navigation and Link To Feature
- Note Pad
- On-Line Help

A hands-on introduction to navigating ADPICS screens including the use of menus and screen navigation. Participants gain experience with log-in procedures, function and other key usage, and navigation methods for moving around screens and the system. Use of the Note Pad, On-Line Help and “Link To” features will also be addressed.

AD04.1 - REQUISITION PROCESSING (Part 1)

3.25 hrs.

PREREQUISITES: AD01, AD02, AD17

3 CPE

TRANSACTION ENTRY (Hands-on Class)

- Creating Requisitions
- Accounting Distribution Methods
- Advice of Change and Cancellation

Covers the creation of requisition documents to request the purchase of goods or services. This course explains the procurement transactions menu, requisition header and detail entry screens, data fields that default, vendor selection and accounting distribution methods. Also covered are commodity table inquiry, commodity specifications, terms, unit cost, shipto/bill to address entry, Advice of Change, and Cancellation.

AD04.2 - REQUISITION PROCESSING (Part 2)

2 hrs.

PREREQUISITES: AD01, AD02, AD17, AD04.1

2 CPE

TRANSACTION ENTRY (Hands-on Class)

- Creating Requisitions
- BPO Releases
- Requisition Inquiries

Covers the creation of requisition documents to request the purchase of goods or services. This course explains the procurement transactions menu, requisition header and detail entry screens, data fields that default, releasing from Blanket Purchase Orders, vendor selection, accounting distribution methods, commodity table inquiry, commodity specifications, terms, unit cost, and ship to/bill to address entry along with requisition inquiries.

AD05 - BID PROCESSING

5.5 hrs.

PREREQUISITES: AD01 strongly recommended; AD02, AD17, AD04, AD06A or AD06C

6 CPE

TRANSACTION ENTRY (Hands-on Class)

- Creating an Invitation to Bid
- Entering a Bid Addendum
- Entering and Tabulating Bids
- Bid Award

Covers creating the invitation to bid for open requisitions or by commodity, selecting vendors for the bidders list, specifications and terms, specifying bid evaluation criteria and entering bid addenda. Bid entry, bid tabulation and bid award, buyer workload status, and bid bond entry are also included.

AD06A - STANDARD PURCHASE ORDER PROCESSING

2 hrs.

PREREQUISITES: AD01 strongly recommended; AD02 or AR02, AD17

2 CPE

TRANSACTION ENTRY (Hands-on Class)

- Purchase Orders
- Purchase Order Inquiries
- Advice of Change and Cancellation

Covers the processing of standard purchase orders including the selection of requisitions to place on a purchase order, the generation of a purchase order upon awarding a bid, the addition of terms, and the factors leading to the automatic matching of documents to create a standard voucher including match types and tolerance levels. Inquiring on purchase orders and changing or canceling posted documents is also included.

**AD06C - DIRECT PURCHASE ORDER PROCESSING
AND BPO RELEASES**

2.25 hrs.
2 CPE

PREREQUISITES: AD01 strongly recommended; AD02, AD17
TRANSACTION ENTRY (Hands-on Class)

- Direct Purchase Orders
- Releases from Blanket PO
- Purchase Order Inquiries
- Advice of Change and Cancellation

Covers creating direct purchase orders (DPOs) and releases against blanket purchase orders (BPOs). Also included are the automatic matching of documents, match types and tolerance levels, entering shipping and billing addresses on a DPO, copying a DPO and inquiring on DPOs.

**AD08A - SPECIFICATIONS & TERMS (GENERAL
ADPICS TOPICS)**

1.5 hrs.
1 CPE

PREREQUISITES: AD01 strongly recommended; AD02 and
AD04 or AD06C

TRANSACTION ENTRY (Hands-on Class)

- Using Specifications and Terms on Documents

Covers specifications and terms, including the ways specifications are added to commodity lines and terms are included on documents, and use of the block function.

AD09 - RECEIVING PROCESS

1.5 hrs
1 CPE

PREREQUISITES: AD01 strongly recommended; AD02
TRANSACTION ENTRY (Hands-on Class)

- Matching Process
- Entering Receiving Reports

Presents the document matching process, recording the receiving of commodities on the Receiving Header Definition and Procurement Receiving screens, purchase order data retrieval, and rejection codes. Inquiry on receiving reports, document cancellation, and use of the Note Pad are also covered.

AD10 - INVOICE PROCESSING**3.5 hrs**

PREREQUISITES: AD01 strongly recommended; AD02,
TRANSACTION ENTRY (Hands-on Class)

4 CPE

- Matching Implications
- Entering Invoices
- Progress Payments
- Exception Processing

Setting up the document matching process, invoice header and detail entry, invoice entry for progress payments, and related inquiries. Exception processing for invoices and progress payments and document cancellation are also included.

AD11A - VOUCHER PROCESSING**2 hrs**

PREREQUISITES: AD01 strongly recommended; AD02, AD17
TRANSACTION ENTRY (Hands-on Class)

2 CPE

- Voucher Processing
- Credit Memo Processing
- Exception Processing
- Manual Warrant Processing
- Interagency Voucher Processing

Provides an explanation of the document matching process, voucher header and detail entry, information recalled from the invoice document, exception processing, and voucher inquiry. Creation of direct vouchers and the entry of manual warrants and processing interagency vouchers is covered.

AD11B - DIRECT VOUCHER PROCESSING**3.5 hrs**

PREREQUISITES: AD01 strongly recommended; AD02, AD17
TRANSACTION ENTRY (Hands-on Class)

4 CPE

- Direct Voucher Processing
- Credit Memo Processing
- Manual Warrant Processing
- Travel Voucher Option B Processing
- Interagency Voucher Processing

Provides an explanation of the document matching process, direct voucher header and detail entry, entry of manual warrants, travel voucher option B processing and voucher inquiry as well as the use of the Note Pad for the remittance advice.

AD12 - CREATING ADPICS APPROVAL PATHS

2 hrs.

PREREQUISITES: AD01 strongly recommended; AD02

2 CPE

SETUP (Hands-on Class)

- Document Types
- Defining the Approval Path

Covers approval processing background concepts, document types, creation of initiating department, commodity, document and department approval paths, relationship to user security, and electronic signatures.

AD14A - ADPICS INQUIRY

1.75 hrs.

PREREQUISITES: AD01 strongly recommended; AD02 or AR02

2 CPE

INQUIRY (Hands-on Class)

- FACS Inquiry and Reporting Tools
- ADPICS Inquiry Process
- R*STARS Payment Inquiries

This course provides an introduction to the on-line inquiry capabilities of ADPICS and related R*STARS inquiries, and the use of on-line inquiry screens. Topics include advantages of inquiry as opposed to reporting, inquiry menus, typical ADPICS inquiries, and certain R*STARS inquiries useful to ADPICS users.

AD17 - VENDOR TABLE INQUIRY

1.5 hrs.

PREREQUISITES: AD01 strongly recommended; AD02 or AR02

1 CPE

INQUIRY (Hands-on Class)

- Statewide Vendor Table
- Vendor Names
- Mail Codes
- Commodities
- Vendor Performance

Provides an overview of the statewide vendor table and mail codes. Topics include the Vendor Maintenance/Inquiry Menu, the various vendor table screens which provide inquiry on vendor names, addresses, alternate names, commodities, class/status, payable mail codes, and bidder mail codes. The on-line process to report and inquire on vendor performance issues is also included.

AD19 - USING ADPICS APPROVAL PATHS (for Approvers) 1.5 hrs.
PREREQUISITES: AD01 strongly recommended; AD02 1 CPE
TRANSACTION ENTRY (Hands-on Class)

- Authorization Mail Box
- Electronic Signature
- Document Approval and Rejection
- Document Tracking

Covers approval processing background concepts, creating an electronic signature, document authorization by using the document authorization mailbox, document rejection with routing and the use of the note pad for requesting document changes.

AD19A - ADPICS APPROVAL PROCESSING (for Initiators) 1.25 hr.
1 CPE

PREREQUISITES: AD01 strongly recommended; AD02
INQUIRY (Hands-on Class)

- Return Notification Mail Box
- Document Tracking

Covers approval processing background concepts, returned document notification, and document authorization tracking (active and archived). Intended for document creators who must process documents, which an approver has rejected and returned for further action.

AD20 - ADPICS for R*STARS Users 2.5 hrs.
PREREQUISITES: None 3 CPE
TRANSACTION ENTRY (Hands-on Class)

- ADPICS On-Line Fundamentals
- Tracking ADPICS Documents from R*STARS to ADPICS
- Inquiring on ADPICS Documents

This class is designed for users familiar with R*STARS who need to become familiar with ADPICS. Most ADPICS documents have an accounting impact, which is recorded in R*STARS when the ADPICS document is posted. In addition, ADPICS will provide information on how transactions should be recorded at year-end (e.g., payables or encumbrances). Topics include tracking transactions that originated in ADPICS to the original screen of entry in ADPICS to answer financial questions. Integration points between ADPICS and R*STARS are also covered.

AD21 - CS138 PROCESSING

3.5 hrs.

PREREQUISITES: AD01, AD02, AD17

4 CPE

TRANSACTION ENTRY (Hands-on Class)

- Creating a CS138
- Advice of Change and Document Cancellation for CS138
- CS138 Inquiries & On-Line Lookups
- Referencing a CS138 on Procurement and Payment Documents

The CS138 is often a required part of the procurement of personal services to be provided by other than state employees. The course covers the creation of an electronic CS138 (Request to Contract for Personal Services) and referencing on other ADPICS documents. Included are detailed entry procedures for the CS138 header and detail entry screens, and viewing Civil Service comments. Participants will also learn to reference a CS138 on a requisition and other procurement and payment documents, select from electronic lists of CS138s for statewide preauthorized services, and inquire on CS138 documents. Processing an Advice of Change and Document Cancellation are also included.

This course is recommended for human resource personnel involved in the CS138 process as well as purchasing and finance staffs that initiate or are in the approval path for related ADPICS documents.

AD22 - BLANKET PURCHASE ORDER PROCESSING

4.5 hrs.

PREREQUISITES: AD01 strongly recommended; AD02, AD17, AD04 and/or AD06A or AD06C

5 CPE

TRANSACTION ENTRY (Hands-on Class)

- Blanket Purchase Orders
- Regional Pricing
- Price Change Requests
- Change Order Processing

Provides an understanding of how to create a Blanket Purchase Order with or without regional pricing, add multiple price structures as well as process price change requests and changes to posted BPOs. User will also learn how to process BPO from Bid Award. Please note that only the DMB Office of Purchasing and certain other agency personnel are authorized to create BPOs. BPO releases are addressed in AD04 Requisition Processing and AD06C Direct Purchase Order Processing and BPO Releases.

AD28 - TRAVEL PROCESSING - OPTION A

3.5 hrs.

PREREQUISITES: AD01 strongly recommended; AD02

4 CPE

TRANSACTION ENTRY (Hands-on Class)

- Travel Authorizations/Advances
- Travel Vouchers
- Travel Tables and Inquiry

Provides an understanding of how to create a Travel Authorization with or without a cash advance and a Travel Voucher with or without liquidating an advance. The user will also learn how to inquire on travel tables and transactions.

**MAIN FACS COURSES- RMDS
(Classroom – Hands-On)****RM02 - RMDS - REPORT NAVIGATION**

3.5 hrs.

PREREQUISITES: AD01 and RS01 strongly recommended

4 CPE

REPORT NAVIGATION (Hands-on Class)

- Overview of RMDS
- RMDS Navigation Fundamentals

This course covers the purpose and use of RMDS (Report Management and Distribution System), the user-controlled report viewing and printing tool for standard reports from R*STARS and ADPICS. RMDS allows users to electronically view reports to which they have been granted access. The course covers inquiry and reporting tools, and RMDS commands and navigation. Included are how to locate and view specific reports, search data within reports, and send (print) options.

RM03 - RMDS - REPORT SELECTION and RESOURCES

3.5 hrs.

PREREQUISITES: RS01, RS02, RS15A, and RM02 strongly

4 CPE

recommended

REPORT SELECTION and RESOURCES (Hands-on Class)

- Locate Agency Report Coordinators and RMDS Report Documentation
- Overview of the Report Request Process
- Navigation techniques for locating report versions

This class is oriented toward users with knowledge of R*STARS and practical R*STARS report experience. The general knowledge gained from pre-requisites is critical for the user to gain the most from RM03 - RMDS Report Selection and Resources. Topics covered include locating Agency Report Coordinators, identifying and locating available reports within the RMDS system and identification and navigation to a specific version of a requestable R*STARS report. To facilitate a

conceptual understanding of the reports and their headings, an in depth view of the report selection process and presentation of the resources available to RMDS users is presented.

MAIN FACS COURSES – R*STARS (Classroom – Hands-On)

RS02 - INTRODUCTION TO R*STARS

3.5 hrs.

PREREQUISITES: RS01 strongly recommended

4 CPE

OVERVIEW (Hands-on Class)

- Keyboard & Screen Navigation Features
- R*STARS Profile Overview
- Batch Transaction Entry Overview

This course provides a hands-on introduction to R*STARS as the statewide accounting system, which is integrated to ADPICS and other systems. Fundamentals are covered including log-in procedures, keyboard usage, menus and screen navigation. Participants are then introduced to R*STARS profiles and batch transaction entry through hands-on examples.

RS03 – R*STARS PROFILE MAINTENANCE

5.5 hrs.

PREREQUISITES: RS01 strongly recommended; RS02

6 CPE

SETUP (Hands-on Class)

- Advantages of Profiles
- System-wide and Agency Profiles
- Agency Profile Entry

Prepares users who have the responsibility to establish and maintain profiles to classify transactions. Covers the advantages of a profile driven system, classification structure, on-line input, profile control keys, required and optional fields, profile hierarchies, profile relationships (completion and posting sequences), and data element hierarchy. Participants practice the creation of a classification structure with agency profiles, agency control profiles, organization code profiles, program code profiles, fund profiles, appropriation number profiles, program cost account (PCA) profiles, and index code profiles.

RS06 - BUDGET ACCOUNTING AND CONTROLS

5.5 hrs.

PREREQUISITES: RS01 strongly recommended; RS02

6 CPE

BATCH TRANSACTION ENTRY (Hands-on Class)

- Budgeting Capabilities
- Budget and Appropriation Transaction Entry
- Inquiry on Original Budgets
- Inquiry on Agency Budgets

Explains budgetary transaction codes, the R*STARS batch entry process using the Budgetary Transaction Entry screen (503) and batch balancing, estimated revenue, allotments and adjustments, budget monitoring and reporting capabilities, transaction codes, budget examples, and transaction batch entry and inquiry for both Original and Agency Budgets.

RS08 - ACCOUNTS RECEIVABLE

5.5 hrs.

PREREQUISITES: RS01 strongly recommended; RS02

6 CPE

BATCH TRANSACTION ENTRY (Hands-on Class)

- Recording Accounts Receivable
- Accounts Receivable Entry
- Invoice Creation for Accounts Receivable
- Document Tracking
- Inquiry on Accounts Receivable

Transactions cover the R*STARS batch entry and batch balancing process, accounts receivable entry using the Revenues/Receipts Transaction Entry screen (504), creation of related invoices and on-line inquiry. Also provides an overview of the most common types of accounts receivable recognized by the State of Michigan: other current receivables, non-governmental Receivables, Due from Federal Government, Due from Local Government, NSF Receivables, and Payroll Receivables.

RS09 - CASH RECEIPTS AND REVENUE

5.5 hrs

PREREQUISITES: RS01 strongly recommended; RS02

6 CPE

BATCH TRANSACTION ENTRY (Hands-on Class)

- Revenue Transaction Entry
- Cash Receipts Transaction Entry
- Agency and Treasury Processes
- Reclassifying Cash Receipts
- Inquiry on Cash Receipts and Revenue

Provides an overview of the cash receipts and revenue entry process using the Revenues/Receipts Transaction Entry screen (504), and batch balancing.

Transactions covered include cash receipting, collection of accounts receivable, expenditure refunds, payroll refund adjustment vouchers (PRAV), and on-line inquiry.

RS13 – R*STARS PAYMENT PROCESSING

5.5 hrs.

PREREQUISITES: RS01 strongly recommended; RS02

6 CPE

BATCH TRANSACTION ENTRY (Hands-on Class)

- Payment Processing Cycle
- Voucher Transaction Entry in R*STARS
- Interagency Voucher Transaction Entry
- Payment Processing Inquiry

Provides an overview of MAIN's integrated payment process cycle from the processing of posted ADPICS vouchers in R*STARS and direct entry of vouchers in R*STARS. The batch processing of payments and payment status types are explained, including voucher entry on the Pre-Encumbrance, Encumbrance and Transaction Entry screen (505), the processing of interagency vouchers not associated with a purchase order on the Companion Transaction Entry screen (509), the use of payment distribution types, tracking of payment documents, manual and locally printed warrants and other payment methods, replacement warrants, payment status changes, error correction, and inquiries.

RS15A – R*STARS INQUIRY

2.5 hrs.

PREREQUISITES: RS01 strongly recommended; RS02

3 CPE

INQUIRY (Hands-on Class)

- On-Line Inquiry Overview
- Document Inquiry
- Financial Inquiry
- Payment Inquiry

Provides an introduction to on-line inquiry of the document and financial inquiry screens in R*STARS. Batch entry examples will be keyed in to serve as practice for inquiry look up. Included are inquiry control keys, access paths, inquiry types, balance types and calculated financial account balances. Payment inquiry is also included.

RS20 – R*STARS for ADPICS Users

3.5 hrs.

PREREQUISITES: None

4 CPE

INQUIRY (Hands-on Class)

- Basic Keyboard Differences Between R*STARS & ADPICS
- How ADPICS Interfaces to R*STARS
- R*STARS Inquiry on ADPICS Documents
- R*STARS Inquiry on Payments for ADPICS Vouchers & Direct Vouchers

Provides an introduction for ADPICS users who need to learn how to inquire on transactions and profiles in R*STARS, the statewide accounting system interfaced with ADPICS and other systems. Topics include navigation and Help differences from ADPICS, the interface between ADPICS documents and R*STARS, and inquiring in R*STARS on ADPICS documents and payments related to ADPICS vouchers and direct vouchers.

**MAIN HRS COURSES
(Classroom – Hands-On)****HR104 – DCDS Financial Adjustments**

3.75 hrs.

PREREQUISITES: HR15 is strongly recommended

4 CPE

TRANSACTION ENTRY (Hands-on Class)

- DCDS On Line Fundamentals
- Labor Distribution Adjustments Entry
- Approving Adjustment Entries
- Distribution Inquiry & Reports

This class is oriented towards users concerned with agency financial transactions involving DCDS. Topics include how to identify and locate coding block information that has not posted in R*STARS for various reasons (e.g., funding errors, inactive indexes) and adjusting coding block information to the appropriate coding for Labor Distribution. We also show the Approval screens required for on-line approval before further processing can occur.

HR105 – DCDS Personnel Adjustments

3.75 hrs.

PREREQUISITES: HR15 is strongly recommended.

4 CPE

TRANSACTION ENTRY (Hands-on Class)

- DCDS On Line Fundamentals
- Data Collection Adjustments Entry
 - Hours, Coding Block, Activity and Equipment Adjustments
- Approving Adjustment Entries
- Data Collection Inquiry & Reports

- Earnings History Inquiry (Historical Data Before HRMN Implementation 3/2001)

This class is oriented towards users concerned with agency personnel transactions involving DCDS. Topics include how to make hours adjustments (e.g., wrong type of leave was used), coding block adjustments after time information is already processed and the warrant has been issued (e.g., a valid but incorrect Index was used during time entry). We also show Earnings History Inquiry for historical DCDS data before HRMN implementation 3/2001 and the Approval screens required for on-line approval before further processing can occur.

HR106 – DCDS Employee Data Collection

3.75 hrs.

PREREQUISITES: HR15 strongly recommended

4 CPE

TRANSACTION ENTRY (Hands-on Class)

- DCDS On-Line Fundamentals (HR20)
- Default Work Schedule
- Employee Data collection (HR35)
 - Employee Leave Request & Timesheet Entry
- Approval of Employee Entries (HR70)

This class instructs employees on entering their own time directly in DCDS, rather than using paper timesheets. This applies to employees of only agencies that have implemented employee entry. Employees learn how to enter leave requests and biweekly timesheets. Supervisor approval is also covered.

MIDB COURSES

Microsoft Windows Experience Required for MIDB Courses

All participants should be able to perform the following skills in order to participate effectively in MIDB classes: use a mouse to select, drag, and drop; minimize and maximize windows; launch applications and access files by double clicking; use Alt-Tab to move between open windows; cut, copy and paste using the Edit Menu or Toolbar; save and find files in File Manager; and use Help. Experience using a web browser is also necessary for MIDB users.

Business Objects

Management Information Database (MIDB) <u>BUSINESS OBJECTS</u> (Classroom – Hands-On)		
BUSOB	Introduction to Business Objects	Introduction to the State's primary information access tool for the MIDB.
BUS HRS	Business Objects – Human Resource <i>Prerequisite: BUSOB</i>	Intermediate Business Objects course featuring the Human Resource Universe
BUS FIN	Business Objects – Finance <i>Prerequisite: BUSOB</i>	Intermediate Business Objects course featuring the Finance Universes

BUSOB Introduction to Business Objects

3.75 hrs.

PREREQUISITES: None

4 CPE

INTRODUCTORY (Hands-on Class)

- Business Objects, Features
- Infoview Portal
- Queries and Reports Experience

This course takes an introductory look at Business Objects, the primary information access tool for the MIDB. The course covers the major elements comprising the Business Objects suite: The Infoview Portal and Business Objects (ZABO). Users will learn to view and edit Corporate documents, basic report manipulation, create Business Objects documents, Business Objects functions and file manipulation.

BUS HRS Business Objects Human Resource**4 hrs.****PREREQUISITE: BUSOB****4 CPE****INTERMEDIATE (Hands-on Class)**

- HRS Universe
- HRS Corporate Documents
- HRS Query and Report Experience
- Business Objects, Intermediate Features

This course focuses on the Human Resource data in the MIDB and its access via Business Objects. The course includes a tour of the Human Resource Universe and a review of the Human Resource Corporate Reports. Multiple exercises designed to train intermediate functions and provide practice creating HRS queries and formatting HRS reports are featured.

BUS FIN Business Objects Finance**4 hrs.****PREREQUISITE: BUSOB****4 CPE****INTERMEDIATE (Hands-on Class)**

- Finance Universes
- Finance Corporate Documents
- Finance Query and Report Experience
- Business Objects, Intermediate Features

This course focuses on the Finance data in the MIDB and its access via Business Objects. The course includes a tour of the Fin Appropriation, Fin General Ledger and Fin Accounting Event Universes and a review of the Finance Corporate Reports. Multiple exercises designed to train intermediate functions and provide practice creating Finance queries and formatting Finance reports are featured.